

Checklist for 19 Aug Dry Run w/D/L re DDA Qtrly

A. Define entrance for DDA on the 28th of August

1. Speaker's rostrum, with light, microphone which is worn on speaker's lapel; 35mm slide projector operation by speaker from speaker's rostrum Note: Six speakers will be on the agenda
2. Cut-off compressor use back up unit
3. Supply of extension cords
4. Conference table w/seats for twelve people. Six additional chairs for others. See diagram attached for positioning of table and chairs.
5. 35mm projector w/spare bulbs; movie Screen for 35 mm projector; brief users on the operation of the movie projector and screen Edie says she will bring DDA projector because of wide lens; however, ours will be a back up
6. Small table for 35mm projector
- STAT 7. VCR (Positioning of VCR when not in use) [ ] will be using the VCR for his presentation. Gary has checked out the cassette which will fit our VCR
8. Coffee, cream, sugar, coffee urn, coffee pitchers, napkins, tablecloth, ~~18 doughnuts~~, plastic cups, spoons, (Move out microwave from kitchen counter)
9. Easel for Chief, CD presentation (positioning of same)
10. Light controls for Edie
11. Pads & pencils, envelopes & tape
- STAT 12. [ ] Parking spaces assigned as follows for the 19th of August  
STAT

28 August 1985 Have appropriate floors waxed in Dayroom area  
Assign parking spaces for 28 Aug.

